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NIS COMMITTEE MEETING NO. 115

16 October 1951

1. The following were present:

Dr. Appleton	State
Mr. Clinton	State
Lt. Col. Kiel	Army
Lt. Col. Rogers	Navy
Lieut. Jones	Navy
25X169A Rush	Air Force
[REDACTED]	CIA
	CIA (Chairman) 25X6A

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25X6A₂. In connection with the NIS elements being prepared [REDACTED] the Navy member reported a requirement for 36 additional Base Maps for this area. The Army member will report the requirements of his Agency at the next meeting.

In respect to that portion of the NIS program undertaken by FECOM the Army member read to the Committee an informal report received from Dr. L. S. Wilson, Chief of the Geographic Section, G-2, FECOM, which indicated that excellent progress was being made in the preparation of the Chapter II (Military Geography) sections which are scheduled for production [REDACTED] Since all sections of this Chapter except section No. 23 (Weather and Climate) are scheduled for production in F.Y. 1952, the feasibility of producing this section also in F.Y. 1952 was discussed. The Air Force member will look into the matter and report to the Committee.

3. The Chairman mentioned that there had been several instances recently of NIS contributions being delayed in transit to D/B due to incorrect addressing. For the guidance of the Agencies an address list was distributed to the members which shows the correct addresses for forwarding NIS material to D/B by mail and courier.

4. The Chairman reported that some Non-IAC personnel engaged in the NIS program were failing to follow established procedures in trying to gain access to CIA information. It was pointed out that such access must be arranged for thru the IAC Agency responsible for coordinating the NIS activity of these Non-IAC Agencies.

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Normally, the IAC Coordinating Agency should be able to supply information required by these agencies from its own files, or obtain it for them from CIA or other sources. Effort should first be made to satisfy the requirement in this manner. However, if it is necessary for Non-IAC personnel to have direct access to CIA information the IAC Coordinating Agency will make necessary arrangements directly with the Office of Collection and Dissemination, CIA, thru established liaison channels.

5. In respect to the release of certain NIS to the international staff of SHAPE, the State member submitted a statement of authorization for the release, in category C, (Table) of all State-produced NIS sections on USSR and European Satellites. Army, Navy and Air Force members will submit statements from their agencies at the next meeting.

6. In continuation of the discussion on ways and means of stabilizing NIS production (refer to paragraph 4, NIS Committee Meeting No. 113 and paragraph 3 of NIS Committee Meeting No. 114) the Navy member reported that the memorandum prepared by Navy for DCI transmittal to SecDef had not been presented at the last IAC meeting as had been planned. The memorandum, which outlined a situation believed to be common to all three service agencies, was found to be inapplicable to the Air Forces. Revision, and a new approach in the matter are, therefore, under consideration. It was brought out that the Air Forces had obtained the restoration of approximately 50% of the ~~the~~ positions affected by the SecDef 5% cut directive. Request, with justification data for this action, was submitted directly to the Office of the SecDef. Army and Navy members will explore the feasibility of a similar approach in their own agencies.

Following a general discussion it was agreed that further exploration of the practicability of expanding the Fiscal Support Program would be deferred until final action has been taken in respect to the Navy memorandum.

7. The Committee approved a proposal of the Chapter IX Coordinator, concurred in by the Chapter IX NIS Sub-Committee, affecting the outline and outline guide of Chapter IX. The parts affected will hereafter be prepared in accordance with the following:

91. Selected Maps, Charts, and Plans

F. Embossed maps and models

Contributors Responsible:
AMS, PIC, ACIS, and CIA (Coord.)

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92. Appraisal of Selected Maps, Charts, and Plans

B. 2. Topographic maps and embossed maps

Contributors Responsible:
AMS and CIA (Coord.)

Example: 62 Topographic map
62A Embossed map

F. Molded relief models

Contributors Responsible:
AMS, PIC, ACIS and CIA (Coord.)

8. The Chairman stressed the need for establishing uniform cut-off dates in NIS elements which had been prepared jointly, and urged all members to instruct contributors accordingly. As an example of the type of guidance considered necessary he cited the following from a statement of the Chapter IX Subcommittee, which is equally applicable to all NIS Coordinators and Contributors:

"The establishment of the final cut-off dates is the joint responsibility of the coordinator and contributor. The cut-off date for major research should be the day on which the contribution is sent to the coordinator. At the discretion of the coordinator, however, additional maps or other pertinent information may be included (which may involve some further research) during the period of coordination. Similarly, the contributor may add important maps or material during the period of coordination if he feels that this will significantly improve the quality of his contribution. Between them the contributor and coordinator will set the final cut-off date, which will be given in the 'Guide to Users.'"

9. The necessity for advance planning and collection of all available source material prior to actual writing of an NIS element was discussed. The Chairman cited several recent cases where serious omissions of important and readily available information were noted in the final editing in D/B, which emphasized the need for more careful planning to insure that all potential sources of NIS materials are fully exploited. It was pointed out that it is the responsibility of agency components producing the NIS to plan the preparation of an NIS element as soon as it appears on the Production Schedule, including the assembly of needed material from all possible sources. A continuing collection action until the cut-off date is then necessary to assure the utilization of all available material.

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Members were requested to make certain that these responsibilities were understood by those in charge of NIS production in their agencies.

10. The Committee considered the possibility of a change in the JCS priorities during a discussion on the NIS Production Schedule for F.Y. 1953. The Chairman undertook to make informal inquiry as to whether any change is contemplated that would affect the NIS Program.

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Distribution:

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